

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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CDFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Timberland Conservation and Wildfire Resiliency Program – Santa Rosa	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-044
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of a Senior Environmental Scientist (Supervisory), and as a member of the California Department of Fish and Wildlife's (Department) Bay Delta Region Timberland Conservation and Wildfire Resiliency Program, the incumbent is responsible for conducting identified activities related to the Forest Practice Rules, the Department's Lake and Streambed Alteration Program (LSA), the California Endangered Species Act (CESA), the California Environmental Quality Act (CEQA), and other laws, regulations, and Department policies, guidelines, and procedures pertaining to the protection of biological resources. The incumbent represents the region and may act as the staff lead and provide consultative advice when working with applicants, local, state, and federal agencies, stakeholders, and the general public. Public contacts made in the course of this work are sensitive and involve a wide variety of special interest groups. Specific duties include:	

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35%	<u>ESSENTIAL FUNCTIONS:</u> Timber Harvest Plan Review and Permitting. Participate in the review and evaluation of proposed Timber Harvest Plans and Non-Industrial Timber Management Plans with private timberland owners, the California Department of Forestry and Fire Protection (CAL FIRE), and other members of an interdisciplinary review team by analyzing consequences of proposed activities, attending pre-harvest inspections, preparing written inspection reports and recommendations for the conservation of fish and wildlife resources, assessing the application of law, regulation and policy, conducting listed and sensitive species consultations, and preparing any related Lake and Streambed Alteration Agreements (LSA) and Incidental Take Permits (ITPs).
30%	Emergency and Exemption Consultation, Review and Permitting: Review and evaluate new Exemptions and Emergencies filed pursuant to the Forest Practice Rules on private and publicly owned timberlands. Consult with project proponents regarding the implementation of proposed projects in order to reduce the potential for adverse biological impacts resulting from project implementation. Consultation may include: geographic information system (GIS) research, mapping of species occurrences and hydrological features, attending pre-project site inspections, preparing written inspection reports, analyzing consequences of proposed activities, assessing the application of law, regulation and policy, preparing recommendations for the conservation of fish and wildlife resources, conducting listed and sensitive species consultations, preparing LSA Agreements and ITPs.
20%	Compliance and Monitoring: Coordinate with CAL FIRE, project applicants and landowners to inspect, evaluate and monitor sites where timber operations have been conducted in accordance with the Forest Practice Rules, and monitor any related LSA Agreements and ITPs that have been

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DFW 242A (REV. 09/28/21) Page 2

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10%	<p>issued and/or approved for compliance and effectiveness of stipulated conditions. Evaluate post-project conditions to ensure impacts to wildlife habitat and sensitive species are avoided and mitigated, and other trustee resources are conserved. Provide support to CAL FIRE in the development and implementation of monitoring protocols and case studies. Prepare findings, written reports and presentations related to monitoring activities. Coordinate with CAL FIRE and the Department's Law Enforcement Division in the evaluation of natural resource damage and any subsequent enforcement actions, where a violation of the Forest Practice Rules or Fish and Game Code has been identified in conduct of timber operations. Draft correspondence documenting compliance problems with issued LSA Agreements and ITPs and develop additional terms and conditions for the correction of observed compliance problems.</p> <p>Outreach: Communicate with the public, members of the timber industry and other agencies to exchange information relevant to the Department's interests in timber operations and compliance monitoring, and the Department's role in the timber harvest review process. Participate in working groups, provide training and attend community and stakeholder related meetings.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attend training as needed to enhance performance in the position and program knowledge. Represent the Region and the Timberland Conservation and Wildfire Resiliency Program by participating in Department Statewide working groups. Prepare and submit monthly time expenditure reports, expense claims, and vehicle usage logs. Participate in annual performance appraisals and individual development plans in conjunction with the supervisor. Maintain professional qualifications through training, workshop attendance, professional/scientific committee participation and reviewing scientific literature.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; resource management and hydrology; statistical methods; land-use practices with reference to their general effect on natural resources, and the environment; California and Federal environmental laws, rules, regulations, and requirements; basic hydrology and geology; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications; and resource conservation program impacts and implementation strategies.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and federal environmental legislation and regulations; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging environmental issues.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Skills: Good analytical, interpersonal, public presentation, communication, and writing skills; adept use of interest-based negotiation; and routine use of computer programs including text processing, spreadsheets, databases, and on-line sourcing of information.</p> <p>Special Personal Characteristics: A high degree of personal initiative, dependability, professionalism, and integrity is expected. The incumbent is open to feedback on performance; is</p>

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 3

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	<p>able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholders' interests.</p> <p>Interpersonal Skills: Able to work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with members of the public; demonstrate excellent listening skills and effective negotiation skills; and work effectively in a diverse work environment.</p> <p>WORKING CONDITIONS:</p> <p>The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference calls. The position may require travel throughout the State including overnight travel, early mornings, and late nights. Must be able to work unusual and/or long hours; travel frequently; spend multiple days in the field assessing habitat conditions in inclement weather; walk in and through rough terrain; hike over uneven, steep, wet, and rough terrain with no vehicle access; operate a four-wheel drive (4WD) vehicle off highway and over rough terrain; operate an all-terrain vehicle (ATV); operate office equipment (computers, copiers/scanners, telephones, iPads, global positioning system [GPS] units, etc.), and be prepared to travel using a state vehicle. The position may require the incumbent to wear a uniform identifying the employee as Department staff.</p>				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Julie Coombes, Senior Environmental Scientist (Supervisory)	<table border="1"> <tr> <th data-bbox="901 940 1377 976">SUPERVISOR'S SIGNATURE</th> <th data-bbox="1377 940 1529 976">DATE</th> </tr> <tr> <td data-bbox="901 976 1377 1035"></td> <td data-bbox="1377 976 1529 1035"></td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.					
PRINT EMPLOYEE'S NAME VACANT, Environmental Scientist	<table border="1"> <tr> <th data-bbox="901 1161 1377 1197">EMPLOYEE'S SIGNATURE</th> <th data-bbox="1377 1161 1529 1197">DATE</th> </tr> <tr> <td data-bbox="901 1197 1377 1260"></td> <td data-bbox="1377 1197 1529 1260"></td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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